

RMS

Reports - 1  
July - sec 58

Chief, Management Staff

26 September 1958

Chief, Records Management Staff

Weekly Report for Week Ending 24 September 1958

1. Contributions

a. Tangible

- (1) The Records Center received 89 cu. ft. of inactive records from six offices, and disposed of 39 cu. ft.; 806 cu. ft. of records accumulated for destruction.
- (2) In preparation for our installation of the subject-numeric file system, Employee Relations Branch returned five safes to stock.
- (3) Approved three new and four revised forms. Obsolete nine forms.

b. Intangible

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- (1) Received the approved OCR VM Deposit Schedule from Mr. [REDACTED].
- (2) Established three ONE files under a uniform file system. Eight feet of material were filed and five feet set aside for destruction.

2. Assignments - Active

a. Forms

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- (1) Ten new and 15 revised forms are in process.
- (2) Printing Services Division Survey.
- (3) Reduction in [REDACTED] requirements for forms.
- (4) Revision of Travel Order.
- (5) Revision of Chain Envelope and Courier Receipt.
- (6) Teletype Dissemination Information Reports and Systems.

- ✓ (1) OOR/IR - Shelving erected; transfer of material from safes to shelves is in progress.
- (2) Office of Communications.
- ✓ (3) Map Library Division/OOR.
- (4) Office of Personnel.
- ✓ (5) Acquisitions Branch Library/OOR.

c. Filing Systems

- ✓ (1) Passenger Movement Branch/OL. Recommended improved equipment for indexing and storing blank forms.
- ✓ (2) [REDACTED] Two rotary files installed. Filing of index cards now maintained on a current basis.
- ✓ (3) Office of Personnel Subject-Numeric Files. See 1a(2).
- (4) Engineering Division/Communications.
- ✓ (5) Contract Personnel Division/OP Card Index.
- ✓ (6) ONE - Reorganization of files continues.
- ✓ (7) Security Staff/New Building - Office layout and operating procedures being developed.
- ✓ (8) [REDACTED]/Commo (New project). Investigation of equipment requirements for stock control records pointed up several profitable areas for streamlining requisitioning and record keeping practices.

d. Audit and Revision of Records Control Schedules

- (1) OOR
- ✓ (2) OOR - Instructions for the review of schedules sent to OOR Division Records Officers.
- (3) ONE

(1) OCR - Met with OCR VM personnel and proposed measures to improve coordination of VM operations in OCR and the depositing of materials.

(2) ONE - Revision of the VM Deposit Schedule discussed with ONE Records Officer.

3. Assignments - Inactive

- a. OSI Subject-Numeric Files Installtions.
- b. Logistics Security Staff Card Index.
- c. Machine Records Division Files Survey.
- d. Office of Logistics Stock Management Index of Ordnance Stock Items.

4. News

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- a. [REDACTED] viewed the Interstate Commerce Commission RADC 305 installation.

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- b. Messrs [REDACTED] attended the meeting of the American Society for Public Administration.
- c. Sixteen Records Management Personnel are scheduled for OCR conducted courses during FY 1959.

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Distribution:

Orig - Addressee

- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Miss [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - Mr. [REDACTED]
- 1 - RMS (Reports -1)

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Mgt/S/ [REDACTED]